

Name	
Address	
City	State ZIP+4
Phone ()	E-mail address
Company (optional)	

Please Bring a copy of this schedule to the Training on the 6th

Vancouver
Contractor Training
Registration Form
Friday, November 6, 2009

Mail copy of this registration form to:
Dept. of Labor & Industries
Attn: Shari Purves-Reiter
PO Box 44400
Olympia WA 98504-4400

OR FAX to: 360 902-5292
OR Call: 360 902-6366 or 360-902-4733

Select one class in each time frame by checking the corresponding box.	Room Course Title		
	7:30am Check-in and networking		
	8:00 AM		
	<input type="checkbox"/>	Rainier	Bidding, Estimating and the Bottom Line
	<input type="checkbox"/>	St. Helens	State Taxes – Sales, Use & B&O
	<input type="checkbox"/>	Baker A	Manufactured Housing Installer # (plus 1 class at 10am for Certification CEU)
	<input type="checkbox"/>	Baker B	Accident Prevention / Safety
	<input type="checkbox"/>	Library	Plumbing Code Training – Part1**
	10:00 AM		
	<input type="checkbox"/>	Rainier	Bidding, Estimating and the Bottom Line
	<input type="checkbox"/>	St. Helens	State Taxes – Sales, Use & B&O
	<input type="checkbox"/>	Baker A	Have you done your Weeklies/Job site safety setup
	<input type="checkbox"/>	Baker B	Accident Prevention / Safety
	<input type="checkbox"/>	Library	Plumbing Code Training – Part 2***
	12:00PM Lunch – on your own		
	1:00PM		
	<input type="checkbox"/>	Rainier	How do I Protect Myself and My Business?
	<input type="checkbox"/>	St. Helens	New Contractor Overview
	<input type="checkbox"/>	Baker A	Get Money Back from L&I – Say It's So!
	<input type="checkbox"/>	Baker B	Overtime and Break periods
	<input type="checkbox"/>	Library	Electrical Licensing 101 *
	2:00PM		
	<input type="checkbox"/>	Rainier	Construction Contracts- What you should know!
	<input type="checkbox"/>	St. Helens	Prevailing Wage
	<input type="checkbox"/>	Baker A	Everything You Wanted to Know About Your L&I Account
	<input type="checkbox"/>	Baker B	This Applies to Me? Small Business, Big Requirements.
	<input type="checkbox"/>	Library	Saving Money on Unemployment Premiums
	3:30 PM		
	<input type="checkbox"/>	Rainier	Hiring an Independent Contractor / Prime Contractor Liability
	<input type="checkbox"/>	St. Helens	Prevailing Wage
	<input type="checkbox"/>	Baker A	Managing Claims to Control Your Industrial Insurance Costs
	<input type="checkbox"/>	Baker B	Fall Protection and Personal Protective Equipment
	<input type="checkbox"/>	Library	Plumbing Contractors – Certification Requirements*

☐ Please add my E-mail address to L&I List Serve to Receive – Quarterly Update newsletter

☐ Please add my E-mail address to the L&I Training Calendar (Bi-monthly e-mail with upcoming training events)

I learned of this workshop via: ☐ Mailing ☐ Newsletter ☐ Bldg. Assoc. ☐ Website ☐ Gov. Office ☐ Other_____

Classes will be located in the
Clark County Fire Dist 5 Training
Center
11606 NE 66th Street, Suite 103
Vancouver, Wa 98662

☐ *Yes, I want to obtain 4 hours of Plumbing Industry Related Continuing Education Credit which requires attending two (*)classes plus1 other. Fee is \$48.00. (Last 3 time slots)

☐ **Yes, I will to attend the Code Training Part 1 for 2 hours of Plumbing Code Continuing Education Credit for a fee of \$24.00.

☐ ***Yes, I will to attend the Code Training Part 2 for 2 hours of Plumbing Code Continuing Education Credit for a fee of \$24.00.

☐ @ I want to obtain 4 hrs Manufactured Installer CEU – Fee \$40.00(# Class plus any class at 10am)

Free Training for Construction Contractors

Where: Clark County Fire Dist 5 Training Center
11606 NE 66th Street, Suite 103
Vancouver, Wa 98662

When: Vancouver – Friday, November 6, 2009, 8:00 AM – 5:00 PM
Check-in and networking begins at 7:30 AM

What are recent workshop attendees saying about the Contractor Training Days.....

- *"I really enjoyed the workshop! Great learning opportunity and great instructors!"*
- *"As a new practitioner in this area, the presentation and handouts were excellent and very informative"*
- *"Thank you for this "free" opportunity to learn more and help our business"*

Don't miss out on this great training event! Fax in your registration today!

Course Descriptions and Presenters

Prevailing Wage (*Experienced contractor*) – Intents and affidavits on line, completing and filing. Scopes of work and prevailing wage rates – where to find them and how they are set. Certified payroll and other information you need to know when working on a public works project. Presented by Laura Herman, Prevailing Wage Technical Specialist with L&I.

New Contractor Overview (*New contractor*) – Information on how to protect your contractor registration status: Model disclosure requirements, advertising as a contractor, exemptions, fraud reporting and violations. Presented by Shari Purves-Reiter, L&I Outreach and Education Manager.

Everything You wanted to know about your L&I Account (*New contractor*) - Learn what happens when you open your L&I account. What are risk classes and how are they assigned? Learn how rates are set and adjusted; how claims affect rates; what you can do to control your company's rates; and about the processes for filing your quarterly premium reports. Presented by Patrick Shanahan, Policy Manager, L&I.

Get Money Back from L&I – Say It's So! (*Experienced contractor*) - Yes, you can control and reduce your workers' compensation costs, and even get money back through the Retrospective Rating program! Learn tips and tools for your success, including hiring and training the right people for the right jobs; maintaining your accident prevention and safety plans; and appropriate and timely responses after an injury occurs. Find out about benefits, requirements and enrollment options for the Retro program. Presented by Jessica Nau, L&I, Financial Incentives Coordinator.

Managing Claims to Control Your Industrial Insurance Costs (*All contractors*) – Overview of the industrial insurance claims process for the new employer. We will help you understand your rights and responsibilities to protect workers from injury and what the processes are when an employee is hurt. "Light duty" and "return to work" opportunities, communicating with and getting the proper information to the claims manager and protest timelines and information. Presented by: Lori Evans, Claims Trainer, Labor & Industries.

Accident Prevention Plans / Safety (*All contractors*) – Learn how a viable and comprehensive accident prevention / safety program save you money. Tools to develop or fine-tune your accident prevention program and ideas to develop a "Safety Culture" in your workplace. Presented by Jim Szpek, L&I, Safety Consultant.

Hiring "Independent Contractors" in Washington State / Prime Contractor Liability (*All contractors*) – Learn your requirements and responsibilities when hiring "independent contractors". This course will help you understand when you must meet safety standards, pay workers' compensation premiums, meet wage & hour requirements and pay unemployment insurance. You will also learn about potential liabilities for your Sub-Contractors Workers Compensation premiums. Presented by Steve Benfield of Labor and Industries.

State Taxes Sales, Use and B&O (*All contractors*) – Get your questions answered about use taxes, B&O filing and other useful information from the Department of Revenue. Presented by Linda Miller-Baldwin, Tax Payer Information Specialist with DOR's Taxpayer Education Section.

@ Manufactured Housing Installer (Continuing Education Credit) – Learn the latest statute, code and rule changes and the most common installation problems. Presented by John McMillan of the Factory Assembled Structure Program at Labor and Industries.

Course Descriptions and Presenters, continued

***Plumbing Contractors – What You Need to Know** (*All contractors*) – Proof of hours, what are the employer requirements, common causes that generate an audit and what is the difference between a trainee and an apprentice. Presented by Bruce Springer, Plumbing Technical Specialist, a 28 year journeyman plumber and 6 year veteran of Labor and Industries. (Plumbing Industry Related CEU course)

*** Electrical Licensing 101** (*All contractors*) - This class will explore the breakfast chat stories about who really can do electrical work, when electrical permits are needed, and is there any such thing as minor work. New permit types, licensing rules, and available on-line services will be discussed. Presented by Faith Jeffery, Electrical Audit Manager (Plumber Industry Related CEU Course.)

Bidding, Estimating and the Bottom line (*New contractors*) - The crucial skills of bidding and estimating – know all the costs to make an accurate bid that will cover labor, supplies, taxes etc., to ensure you have a profit built into each bid. Presented by Kris Alberti, President of the Northwest Independent Contractors Association.

THIS APPLIES TO ME? Small Companies and Big Requirements (*New Contractors*) -Small companies often wonder what laws, regulations, rulings, and safety programs apply to them. And when they find out, they are often overwhelmed. Even companies that have no employees or just one are often required to provide a safe jobsite and written programs. Find out how to find out what safety programs you are required to have and how you can use the tools available to you to comply, it is easier than you think! Presented by Kris Alberti, Executive Director of the NW Independent Contractors Association. (Contact this presenter concerning CEU Credit for this course).

Fall Protection and Personal Protective Equipment :(*All Contractors/Employees*) – Workers who work above 4' from a platform must use fall protection and be trained on its use or implementation. Often at 10', personal fall arrest or similar systems must be used. This class covers anchors and their requirement, personal fall arrest systems, written Fall Protection Plans (both on and off the jobsite) and is the required training for your employees. The written Personal Protective Equipment plan and Job Hazard Analysis is also covered. Presented by the Northwest Independent Contractors Association (NICA).

How do I Protect Myself and My Business? (*All contractors*) – Why you should or should not form a corporation, an LLC, a sole proprietorship. Get tips and information on protecting yourself and your business from liability and the tax consequences. Also learn how and when to get a personal guarantee and do a credit check to make sure that your clients will not leave you holding the bag. Presented by Seth Millstein, Attorney with Linville Law Firm PLLC.

Construction Contracts – What You Should Know! (*All contractors*) – Learn the benefits and advantages of using written contracts, the necessary and optional provisions and clauses building and remodeling contracts require and when and how to seek legal help. Presented by Sage Linn, Attorney, Linville Law Firm, PLLC.

Have you Done Your Weeklies/Job Site Safety Setup (*Contractors with employees*) – Toolbox talks and jobsite inspections – a “how-to” guide for contractors. Review of the basics of how to do weekly jobsite inspections and how to hold toolbox talks. Also, a discussion of online resources for these two activities as well as what has been identified as pertinent to the audit and meeting process. Learn what postings and documentation are required for your job site – for example – site safety plan, required postings, first aid and more. Presented by Randy Guzman, Assistant Safety Director for Associated General Contractors.

Overtime and Break Requirement (*Contractors with employees*) – Payment of minimum wage and overtime for hourly, piece rate and other payment methods. Exceptions from overtime, basic worker rights and an overview of the new provision in the Industrial Welfare Act on meal and rest periods for construction companies. Presented by David Speer, Industrial Relations Agent with L&I

Plumbing Code Training – Part 1 – Learn common mistakes, code clarifications and how to save your company time and money. Presented by Bruce Springer, Plumbing Technical Specialist, a 28 year journeyman plumber and 6 year veteran of Labor and Industries. (Plumbing Code CEU course)

Plumbing Code Training – Part 2 – Current code, the UPC and Washington Amendments, highlights of recent code changes. Presented by Bruce Springer, Plumbing Technical Specialist, a 28 year journeyman plumber and 6 year veteran of Labor and Industries. (Plumbing Code CEU course)

Saving Money on Your Unemployment Insurance Costs – Rules and reporting requirements for businesses in Washington state that operate with Washington employees. Overview of how the Unemployment Insurance System works and how laid off workers effect UPI rates assigned. Recent changes to the Unemployment Insurance Tax laws will also be a part of the presentation. Presented by a representative of the Department of Employment Security.

You can send more than one person from your company to this training.
Just make a copy of the registration form and send one for each person.

Department of Labor and Industries
Specialty Compliance Services
Attn: Shari Purves-Reiter
PO Box 44400
Olympia WA 98504-4400

PRSRT STD
U.S. POSTAGE PAID
OLYMPIA WA
PERMIT # 312



Washington State Department of
Labor & Industries

Free Training for Construction Contractors **Friday, November 6, 2009 Vancouver, Washington**

- Want to learn how to **save money** on Workers Compensation premiums?
- Do you need to **update** your Accident Prevention plan?
- Are you bidding on a public works job and need to understand Prevailing Wage?
- Have you ever wondered whether or not you should **incorporate your business**?

Then this **Free** training event is for you. All of the experts that can answer these questions and many more have been gathered together to bring you **Construction Contractor Training Day**. Twenty-two different classes on everything from marketing your business to safety training to customer service issues.

The course has been approved for Plumbing Continuing Education Credit – see our website for details and CEU fee. <http://www.lni.wa.gov/TradesLicensing/Plumbing/TestCert/ContEd/> OR call 360 902-4666.

This course has been approved for Manufactured Installer Continuing Education Credit – See our website for additional <http://www.lni.wa.gov/TradesLicensing/FAS/InstallerCert/Renew.asp> information or call: 360-902-6710